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6 January 1956

**MEMORANDUM FOR:** Director of Personnel

**SUBJECT:** Recommendation (J) of Survey by the Inspector General of Foreign Documents Division (concerning the level of proof-reading of FDD publications).

1. Although the recommendations of subject survey have not yet been approved by the Director, I am forwarding pertinent excerpts from the Survey (Tab A) and our comments thereon (Tab B) for your information and consideration.

2. I shall notify you immediately upon receipt of the Director's approval or comments. In the interim, I believe that the problem might be referred to the Chief of your Position Evaluation Division for discussion with Chief, Foreign Documents Division as to possible courses of action to implement this recommendation, if approved.

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SIGNED: [REDACTED]

[REDACTED]  
Assistant Director for Operations

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**Enclosures:**

Tab A

Tab B

LDD:cm

Distribution

Orig & 1 - Addressee

1 - IG

1 - FDD

2 - OO ✓

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TAB A

Extract from:

Memorandum for Director of Central Intelligence  
from Inspector General dated 19 November 1955,  
Subject: Survey of the Foreign Documents Division,  
Office of Operations.

(Page 39)

"h. FID's processing of copy for publication gives grounds for misgivings in another respect as well: the low classification grades, and the corresponding youth and inexperience, of the personnel who read proof on the Division's material and who schedule its publications. Proof-reading and scheduling are functions of major importance in any publishing operation, including FID's. Yet, except for a few supervisors, the personnel who perform these tasks for the Division are all GS-4's--for the most part young girls with little or no previous experience.

"i. There are, moreover, so few of these girls, relative to the workload they must bear, that each item of FID material is proof-read by only one girl, working alone. The standard, vastly safer method of having everything read by two individuals working together, with one reading the original copy aloud while the other checks the proof, cannot be employed.

"j. The turnover among the girls who do this work is high, the strain on their supervisors is severe, and the danger of error, perhaps crucial error, is very real. Therefore, it is: Recommended that more attention be given to the proof-reading function so as to assure professional accuracy for all publications and issuances."

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TAB B

**Extract from:**

**Memorandum to Director of Central Intelligence from  
Assistant Director for Operations dated 23 Dec 1955,  
Subject: Survey of the Foreign Documents Division  
by the Inspector General**

"8. I am generally in accord with recommendation J. However, the main difficulty has been in regard to the classification of proof-reading positions. Repeated attempts have been made to have these positions upgraded, but the Position Evaluation Division of the Office of Personnel has maintained that proof reading is a low grade clerical job and must even have other duties to warrant a GS-4. The Position Evaluation Division has reviewed these positions within the last three months. The level of proof reading will not improve until reclassification has been accomplished."